



United States District Court – Southern District of Illinois

750 Missouri Avenue
East St. Louis, Illinois 62201
618-482-9371

301 West Main Street
Benton, IL 62812
618-439-7760

REQUEST FOR PROPOSAL

Electrical System Jury Box Upgrade

**RESPONSE DUE BY: Friday January 27, 2017 – 5:00pm
CDT**

Table of Contents

I	Introduction – Summary of Procurement
II	Evaluation and Procurement Process
III	Scope of Services
IV	Acceptance of Request For Proposal Terms and Conditions

I INTRODUCTION – SUMMARY OF PROCUREMENT

This Request for Proposal (RFP) is being issued by the United States District Court – Southern District of Illinois (ILSD). The district is requesting an upgrade of the electrical system located in a first floor courtroom at the Benton, IL Federal Courthouse. The project requires all necessary material and professional services to facilitate the upgrade according to the scope of work presented later in this document.

II EVALUATION AND PROCUREMENT PROCESS

The ILSD is requesting proposals from licensed and insured electrical contractors.

The ILSD will evaluate the proposals and make the award based on **technically acceptable lowest price criteria.**

The award date is currently set for Friday February 3, 2017.

The ILSD reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The district further reserves the right to make no award and to modify or cancel, in whole or in part, this RFP.

Procurement Schedule (all times are CDT)	
Issue RFP	January 20, 2017
Site Visit (301 West Main Street, Benton IL)	Scheduled upon request
Proposal Due Date and Time	January 27, 2017
Notice of award	February 3, 2017
Execution of Purchase Order (estimated)	February 10, 2017

The RFP and any addenda/updates will be available on the District's website: <http://www.ilsd.uscourts.gov>

All proposal submissions along with the acceptance of this RFP must be made via one of the following:

Standard Mail	Email
US District Court ATTN: Jerod Merz 750 Missouri Avenue East St. Louis, IL 62201	Jerod_merz@ilsd.uscourts.gov

All materials submitted in response to this solicitation will become the property of the United States District Court – Southern District of Illinois and will be returned only at the district's option. One copy of a submitted proposal will be retained for official files and may become public record.

Vendors submitting proposals do so entirely at their expense. There is no express or implied obligation by the ILSD to reimburse a vendor for any costs incurred in preparing or submitting proposals, providing additional information when requested by the ILSD, or by any participation in this RFP.

Proposals must include the vendor name, address, telephone and facsimile numbers, and federal tax identification number. *Proposals must also include (1) a listing of available start dates subsequent to the PO issuance date, (2) a timeline for project implementation, and (3) proof of general liability insurance.*

This RFP does not constitute a contract, an offer for employment, or an offer to purchase. In addition, any purchase order awarded as a result of this RFP is subject to any additional restrictions, limitations, or conditions established by the procurement policies within the ILSD and the Administrative Office of the United States Courts.

The ILSD is exempt from federal, state, and local taxes and will not make payment for any taxes incurred by the vendor in relation to this procurement.

Payment will be remitted to the vendor within 30 days of receipt of all equipment. **The ILSD does not make any advance payment for goods or services.**

The winning bidder is required to submit the evidence of insurance prior to final approval by Government Services Administration.

III SCOPE OF SERVICES

This solicitation is for the purchase and delivery of the material and professional services necessary to complete an upgrade to the court's electrical system as listed below.

CURRENT SYSTEM OVERVIEW

The current Jury Box in Courtroom 1 does not have any electrical outlets.

SYSTEM UPGRADE OVERVIEW

The court is requesting the following upgrades.

- Cutting in and installing 8 customer provided stainless steel floor mounted access panels in the Jury Box.
- Installation of 8 double gang boxes with two receptacles each. These boxes will be located in the floor and will be accessible via the previously mentioned access panels.
- Installation of two independent circuits to run from an electrical panel located in a hallway outside of the courtroom.
- Installation of two new circuit breakers in the previously mentioned electrical panel.

All components and labor provided must coincide with all State and local electrical standards as well as the National Electrical Code.

Any additional access panels that may need to be installed to complete the project must be supplied by the vendor and approved by the Court.

The vendor is responsible for the repair of any damages to the property that may occur during the project. Including but not limited to drywall, carpet and ceiling tiles.

All new system components acquired and installed as a part of this project must be warranted for 12 months following the date the system is officially activated. The warranty provision must include all equipment, parts, and labor.

The vendor will provide detailed drawings for all new equipment installed during the upgrade process.

All travel costs are the responsibility of the contractor, and secure parking will be available at the project site.

Background investigations and clearances shall be completed for all personnel who are assigned to work on this project. The contractor shall provide the names, dates of birth, and social security numbers for all assigned personnel upon award of this contract. All personnel shall present valid state issued picture identification (e.g., driver's license) upon arrival at the Courthouse to begin project work. Be advised that this list of names needs to be provided within ten (10) days after project award due to the time involved for these background checks.

IV



United States District Court – Southern District of Illinois

750 Missouri Avenue
East St. Louis, Illinois 62201
618-482-9371

301 West Main Street
Benton, IL 62812
618-439-7760

VENDOR'S ACCEPTANCE OF TERMS AND CONDITIONS

(Mark the Appropriate Choice)

_____ Vendor accepts the terms and conditions of this RFQ

OR

_____ Vendor proposed the following exceptions to the terms and conditions of this RFQ

NOTE: If exceptions are proposed, vendor must submit a "redlined" version of the RFQ showing all modifications (additions or deletions, or new provisions) proposed by the vendor. The vendor must also provide an explanation/rationale as to why each individual modification is required

(list exceptions below)

Signature

Printed Name

Title

Date

RFP ID: ILSD-CR1BTN-ELE2017